A guide to Housing Benefit and Council Tax Reduction

Non-dependants
Who is a non-dependant?

If you are claiming Housing Benefit or Council Tax Reduction, a non-dependant is someone over 18 who normally lives with you such as an adult son, daughter, relative, or friend.

Who is not treated as a non-dependant?

We do not treat the following people as non-dependants:

- Partners
- Boarders
- Subtenants
- Joint tenants
- Children for whom you still receive Child Benefit
- Carers who are employed by a charity or voluntary organisation.

How does a non-dependant affect my benefit?

We take fixed amounts from your Housing Benefit and Council Tax Reduction based on the gross weekly income (before tax and National Insurance) of your non-dependants. We make deductions whether the non-dependant contributes to your household or not.
Housing Benefit

We take the following amount from your Housing Benefit if your non-dependant is in full time work (over 16 hours a week).

<table>
<thead>
<tr>
<th>Gross weekly income of non-dependant</th>
<th>Deduction from Housing Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>£401 or more</td>
<td>£87.75</td>
</tr>
<tr>
<td>£322 to £400.99</td>
<td>£79.95</td>
</tr>
<tr>
<td>£242.00 to £321.99</td>
<td>£70.20</td>
</tr>
<tr>
<td>£186.00 to £241.99</td>
<td>£42.90</td>
</tr>
<tr>
<td>£126 to £185.99</td>
<td>£31.25</td>
</tr>
<tr>
<td>Below £126.00</td>
<td>£13.60</td>
</tr>
</tbody>
</table>

If your non-dependant works less than 16 hours a week, we will take £13.60 a week from your Housing Benefit even if your non-dependant has no income.

Council Tax Reduction

Under the Council Tax Reduction Scheme, the amount of non-dependendent deduction that we make will be based on whether you and your partner are of working age, or of pension credit age.

This is because the level of non-dependant deductions for working age claims is set by Hackney but the level of non-dependant deductions for pensioner claims is set by Central Government.
Council Tax Reduction - if you and your partner are of working age

If you and your partner are of working age, we will take the following amount from your Council Tax Reduction if your non-dependant is in full time work (over 16 hours a week).

<table>
<thead>
<tr>
<th>Gross weekly income of non-dependant</th>
<th>Deduction from Council Tax Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross income: £394 or more</td>
<td>£9.90</td>
</tr>
<tr>
<td>Gross income: £316 to £393.99</td>
<td>£8.25</td>
</tr>
<tr>
<td>Gross income: £183 to £315.99</td>
<td>£6.55</td>
</tr>
<tr>
<td>Gross income: less than £182.99</td>
<td>£3.30</td>
</tr>
</tbody>
</table>

If your non-dependant works less than 16 hours a week, we will take £3.30 a week from your Council Tax Reduction even if they have no income.
Council Tax Reduction - if you or your partner are over pension credit age

If you or your partner are over Pension Credit age, we will take the following amount from your Council Tax Reduction if your non-dependant is in full time work (over 16 hours a week).

<table>
<thead>
<tr>
<th>Gross weekly income of non-dependant</th>
<th>Deduction from Council Tax Reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross income: £401 or more</td>
<td>£10.95</td>
</tr>
<tr>
<td>Gross income: £322 to £400.99</td>
<td>£9.15</td>
</tr>
<tr>
<td>Gross income: £186 to £321.99</td>
<td>£7.25</td>
</tr>
<tr>
<td>Gross income: less than £186</td>
<td>£3.65</td>
</tr>
</tbody>
</table>

If your non-dependant works less that 16 hours a week, we will take £3.65 a week from your Council Tax Reduction even if your non-dependant has no income.
Non-dependant couples

If two non-dependants in your household are living together as a couple, for example your adult son and his wife, we will only take one non-dependant deduction to cover them both. However, the amount we take will be based on the couple’s combined gross income.

When are deductions not taken for non-dependants?

We do not take deductions if you, or your partner, are:
• registered blind
• receiving Disability Living Allowance (the care component only)
• receiving Attendance Allowance.

And, we will not make a deduction if your non-dependant is:
• under 18
• under 25 and receiving Income Support, Jobseeker’s Allowance (income based) or Employment and Support Allowance (income related) assessment phase only
• receiving Pension Credit
• receiving a Youth Training Allowance
• a full-time student (but we will take an amount if they are between courses, or if they work during the summer holidays)
• in prison
• usually living elsewhere.
For Council Tax Reduction, we will not take off an amount if:

• your non-dependant is receiving Income Support, Jobseeker’s Allowance (income based) or Employment and Support Allowance (income related).

If your non-dependant is on Disability Living Allowance, we will still take deductions.

What if I am over 65?

If you or your partner are over 65 and a non-dependant moves in with you, we will not make deductions for the first 26 weeks no matter what their income is. However, you must still tell us that they have moved in.

If you already have a non-dependant living with you and their income increases, we will not make any changes for 26 weeks. Then, the new deductions will be based on the non-dependant’s actual income at the end of the 26-week period.

What proof do I need for my non-dependants?

We will accept the following as evidence of your non-dependant’s circumstances:

• Wage slips
• Pension slips
• An employer’s certificate of earnings
• An award letter from the DWP
• Accounts for self-employed non-dependants
• A student certificate.
What happens if I do not give you proof of my non-dependant’s circumstances?

If you do not give us the proof we ask for, we may take the maximum non-dependant deductions from your benefit.

Must I report changes in my non-dependant’s circumstances?

You must tell us immediately if there is a change in your non-dependant’s circumstances.

You should let us know if a non-dependant:
- moves into or leaves your household
- starts working, or has a change in their income
- leaves full-time education.

You should also tell us if you stop receiving Child Benefit for a member of your household who is over 18.

If you delay in letting us know about a change, it could lead to you being overpaid benefit.

If you report a change in your non-dependant’s circumstances more than one month after it happens, you could lose benefit.

Discretionary Housing Payments

If we have reduced your benefit as a result of non-dependant deductions, and your non-dependant can’t or won’t help you with the shortfall, you may be able to apply for a Discretionary Housing Payment.

The money we have available for Discretionary Housing Payments is strictly limited. We only award Discretionary Housing Payments in very exceptional circumstances to prevent financial hardship or homelessness. Any award would be for a limited time - usually for less than six months.
If you only need help filling in a claim form or wish to hand in your form or documents, you can visit the following:

- **Homerton Neighbourhood Office**  
  92 Well Street, London E9 7JA  
  Phone: **020 8356 3330**

- **North West Neighbourhood Office**  
  Stoke Newington Municipal Building,  
  Stoke Newington, London N16 0JR  
  Phone **020 8356 6151**

- **North East Neighbourhood Office** (for council tenants only)  
  149 Stamford Hill, London N16 5LG  
  Phone: **020 8356 6500**

- **Shoreditch Neighbourhood Office**  
  Bletchley Court, 1 Cropley Street, London N1 7PT  
  Phone: **020 8356 3330**

- **De Beauvoir & Queensbridge Neighbourhood Office**  
  31 De Beauvoir Road, London N1 5SJ  
  Phone: **020 8356 3330**

- **Clapton Park TMO**  
  The Housing Office, 4A Gilpin Square, London E5 0HL  
  Phone: **020 8356 6300**

- **Suffolk Estate TMO** (for Suffolk estate tenants only)  
  The Housing Officer, Welshpool Street, London E8 4PF  
  Phone: **020 7923 3774**

- **Rent Deposit Scheme** (for Rent Deposit Scheme clients only)  
  Housing Options and Advice, Hackney Service Centre,  
  1 Hillman Street, London E8 1DY  
  Phone: **020 8356 5836**
More information

You can contact us in the following ways:

- Customer Services
  Revenues and Benefits Service
  Hackney Service Centre
  1 Hillman Street,
  London E8 1DY
  Phone: 020 8356 3399
  Textphone: 020 8356 3725
  Fax: 020 8356 3655
  Email: Benefits@hackney.gov.uk
  Website: www.hackney.gov.uk

- Children’s Centre at Tyssen
  Tyssen Primary School, Oldhill Street, London N16 6AQ
  Opening times: Wednesdays from 9.30am to 4pm

- North East Neighbourhood Office (Clock House)
  149 Stamford Hill, London N16 5LG
  Opening times: Tuesdays and Thursdays from 11am to 4pm
  (During the above times we offer a service for all Housing Benefit and Council Tax Reduction customers)
If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

Bengali

Somali
Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo faadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankaab hoose ka dibna ku celi cinwaanka hoose.

French
Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l’adresse indiquée ci-dessous.

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Ger hun dixwazin bizanibin ku ev dokument çi dibêje, ji kerema xwe qutîka minasib işaret bikin, nav, navmîşan û hejmara telefona xwe li jîrê rûpel binîvinû û wê ji navmîşana jêrîn re bişînîn.

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